

# VEHICLE DEALER SUPPLEMENTAL LOCATION LICENSE APPLICATION

MICHIGAN DEPARTMENT OF STATE  
Business Licensing Section  
Lansing, Michigan 48918  
1-888-SOS-MICH (1-888-767-6424)  
[Licensing@Michigan.gov](mailto:Licensing@Michigan.gov)

[www.Michigan.gov/sos](http://www.Michigan.gov/sos)

## DEPARTMENT USE ONLY:

License Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

By: \_\_\_\_\_

*You must complete a supplemental location license application for each additional location at which you wish to operate. You may photocopy this form if you need an additional copy. NOTE: A SUPPLEMENTAL LOCATION MUST BE IN THE SAME COUNTY AND MUST HAVE THE SAME CLASSIFICATIONS AS YOUR MAIN LOCATION. If you wish to establish a location in another county or wish to change classifications at your main location, contact the Business Licensing Section for instructions.*

### 1. BUSINESS NAME AND DEALER LICENSE NUMBER OF MAIN OR ORIGINAL LOCATION

Business Name of Main Location	County	License Number
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If your business is a corporation or limited liability company, and you wish to use a different name for this supplemental location, please complete the following blank with the assumed name you wish to use and attach a copy of your assumed name filing as filed with the Michigan Department of Consumer and Industry Services, Corporations Division.

### 2. TELEPHONE NUMBER (If different from the main location)

Area Code and Telephone Number	Area Code and Fax Number	E-mail Address
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### 3. ADDRESS OF SUPPLEMENTAL LOCATION

Rural route or post office box numbers alone are inadequate.  
The actual location must be identified.

Street	City	County	Zip Code
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### 4. BUSINESS HOURS AND DAYS Note: You must keep all business records for this location at this location.

The Michigan Vehicle Code requires that your records be available for inspection during reasonable business hours. Class A and Class B dealers are required to maintain a minimum of 30 business hours per week. All other license classifications must maintain a minimum of at least four continuous hours per day, one day a week (Monday through Friday). Fill in the days and hours this supplemental location will be open. If your business hours change, you must notify the Department of State in writing.

Days and Hours of  
Operation: \_\_\_\_\_

If this is a temporary  
("tent") sale, give the sale  
dates: \_\_\_\_\_

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**5. ZONING APPROVAL**

Class E, F, and G dealers must obtain zoning approval from their local zoning authority.

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**6. STATEMENT - READ CAREFULLY BEFORE SIGNING.**

I certify that the statements contained in this application are true and that I, as owner, partner, or an officer or director of the corporation, have authority to sign this application and to make the statements contained herein. I understand that any misleading, incomplete, or false statement shall be grounds for denial of this application or the suspension or revocation of my license.

I certify that the persons named on this license are not acting as the alter ego, or in the place of or on behalf of, any other person or persons in seeking this supplemental license.

I stipulate and agree that any legal process affecting this business served on the Secretary of State or his/her deputies shall have the same effect as if personally served on me and all other owners of this business, if any. I further agree that this appointment shall remain in force as long as any liability of this business remains outstanding within the State of Michigan.

**I certify that this business is in compliance with all local ordinances, including zoning.**

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Signature

Printed Name

Title

Date

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## Michigan Department of State Dealer Zoning Form

### Section 1. Enter your dealership name, address, and dealer license number

Dealership name

(Street, city, and ZIP code)  
Dealership address

Dealer license number (only if applicable)

### Section 2. Specify your dealer license classification by selecting all license classes that apply

**Class A – New vehicle dealer**

**Class B – Used vehicle dealer**

**Class C – Used vehicle parts dealer**

**Class D – Broker**

**Class E – Distressed vehicle transporter**

**Class F – Vehicle scrap metal processor**

**Class G – Vehicle salvage pool**

**Class R – Automotive recycler**

**Class W – Automotive wholesaler**

### Section 3. To be completed by the Zoning Authority

The license classification being applied for (as indicated by the checked box or boxes in Section 2) would permit **all business activities** as described in the accompanying Dealer Activities by Dealer Class Type form.

Please indicate whether the dealer location has been approved or not, complete the signature portion of this form, and return the completed form to the applicant.

If you have any questions or concerns, contact the Michigan Department of State, Business Licensing Section at [Licensing@Michigan.gov](mailto:Licensing@Michigan.gov) or (888) 767-6424.

1. Location is **APPROVED** for the license classifications selected in Section 2.
2. Location is **DISAPPROVED** because location is not properly zoned.
3. Location is **APPROVED** because there is NO zoning ordinance in effect.

Signature of Zoning Authority

Date

Telephone number

Printed name of Zoning Authority

Jurisdiction (City, township, etc.)

**Michigan Department of State  
Dealer Municipality Approval Form**

**Section 1. Enter your dealership name, address, and dealer license number**

Dealership name

Dealership address  
(Street, city, and ZIP code)

Dealer license number (only if applicable)

**Section 2. Specify your dealer license classification by selecting all license classes that apply**

**Class A – New vehicle dealer**

**Class B – Used vehicle dealer**

**Class C – Used vehicle parts dealer**

**Class D – Broker**

**Class E – Distressed vehicle transporter**

**Class F – Vehicle scrap metal processor**

**Class G – Vehicle salvage pool**

**Class R – Automotive recycler**

**Class W – Automotive wholesaler**

**Section 3. To be completed by the Municipality Authority**

The license classification being applied for (as indicated by the checked box or boxes in Section 2) would permit **all business activities** described in the attached Dealer Activities by Dealer Class Type form. Municipal regulations may include requirements for building codes, land use, sign ordinances, and local licensure, among others.

Please check the appropriate category below, complete the signature portion of this form, and return this completed form to the applicant. If you have any questions or concerns, contact the Michigan Department of State, [Business Licensing Section](#) at Licensing@Michigan.gov or (888)767-6424.

1. Location **MEETS** the municipal requirements for the license classifications selected in Section 2.
2. Location is **DISAPPROVED** because it does not meet municipal requirements.
3. Location is **APPROVED** because there is NO municipality ordinance in effect.

Signature of Municipality Authority

Date

Telephone number

Printed name of Municipality Authority

Jurisdiction (City, township, etc.)

## Michigan Department of State

# Dealer Activities by Dealer Class

**Note: Class A and Class B dealers** must adhere to established place of business requirements as defined in Section 14 of the Michigan Vehicle Code, (MVC) [MCL 257.14].

### **Class A (New Vehicle Dealer)**

- This dealer buys, displays, and sells new vehicles under a franchise agreement, or a contract with, a new vehicle manufacturer.

### **Class B (Used Vehicle Dealer)**

- This dealer buys, displays, and sells used vehicles.

### **Class C (Used Vehicle Parts Dealer) and Class R (Automotive Recycler)**

- These dealers buy or otherwise acquire late model major component parts for resale, either at wholesale or at retail, and/or acquire vehicles to dismantle for the resale of their parts, selling the remains as scrap. These are the only classes which can legally buy late-model distressed vehicles (salvage or scrap vehicles) or late-model major component parts from insurance companies, or through auctions, brokers, or salvage pools in Michigan.

### **Class D (Broker)**

- This dealer "brokers" the sale of vehicles or late model major component (salvageable) parts by arranging (or offering to arrange) for the sale of the vehicles or parts between two parties. A broker may not take ownership of the vehicles or major component parts.

### **Class E (Distressed Vehicle Transporter)**

- This dealer may: 1) buy or acquire ownership of, 2) transport, and 3) sell scrapped or junked vehicles only. Vehicles may be sold at wholesale only to:
  1. Used Vehicle Parts Dealers (Class C); or
  2. Scrap Metal Processors (Class F); or
  3. Automotive Recyclers (Class R).

This dealer class **may NOT dismantle vehicles or sell parts.** (Note: A vehicle "crusher" is one type of distressed vehicle transporter.)

### **Class F (Vehicle Scrap Metal Processor)**

- This dealer processes vehicles into scrap metal by shearing, fragmenting, baling, shredding, etc. (Crushing vehicles is not considered a scrap metal process since it is not the final step before remelting.) A scrap metal processor who acquires vehicles only from licensed dealers is not required to be licensed but must keep certain records and make them available for inspection.

### **Class G (Vehicle Salvage Pool)**

- This dealer engages in the business of storing and displaying damaged or distressed vehicles for insurance companies. Class G is compatible only with Class D.

### **Class W (Automotive Wholesaler)**

- This dealer engages in the business of buying and selling used vehicles from and to licensed vehicle dealers. A wholesaler may not buy, sell or otherwise deal in vehicles to a person other than a licensed vehicle dealer.